

CLERK OF THE BOARD

Dena M. Smith

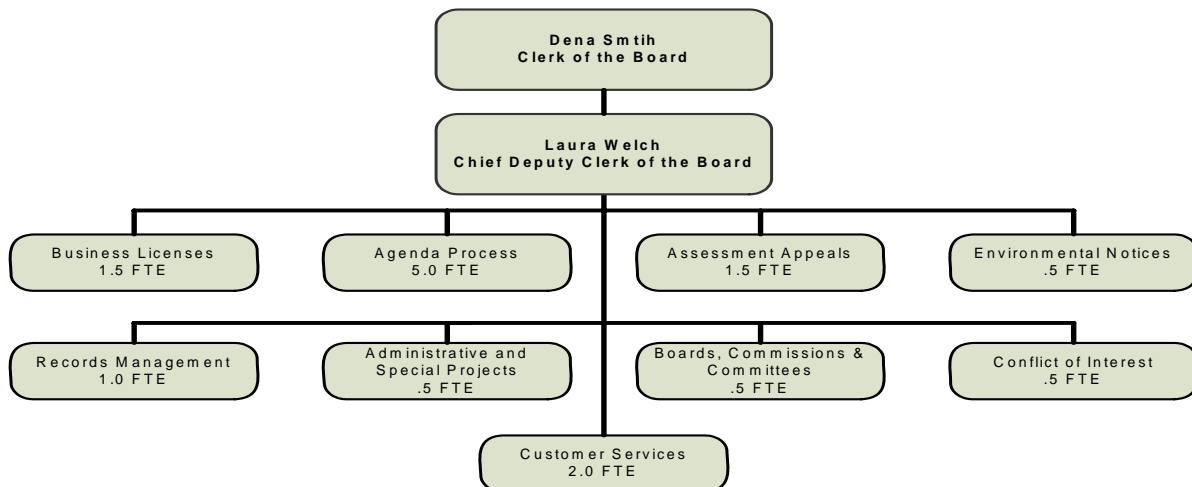
MISSION STATEMENT

In support of the County Board of Supervisors, and in service to the public and fellow county staff, the Clerk of the Board of Supervisors: prepares and maintains records of actions taken by the Board of Supervisors; oversees membership of the county's boards, commissions and committees; licenses businesses operating in the county unincorporated areas; and facilitates the filing and hearing of appeals of assessed property valuations. Our service priorities are timeliness and accuracy. Our services commitments are courtesy and respect.

STRATEGIC GOALS

1. Implement technological improvements to increase operational efficiency and enhance staff and public access to Board of Supervisors agenda and related information.
2. Improve business license processes and procedures.

ORGANIZATIONAL CHART



Clerk of the Board

DESCRIPTION OF MAJOR SERVICES

The COB coordinates and prepares agendas, minutes, legal notices and related documents for all meetings and hearings of the County Board of Supervisors, County Redevelopment Agency, County Economic and Community Development Corporation, County Industrial Development Authority, and In-Home Supportive Services Public Authority. The COB also updates the County Code and maintains current and historical records of all ordinances, resolutions, contracts, agreements and other official actions taken by the Board.

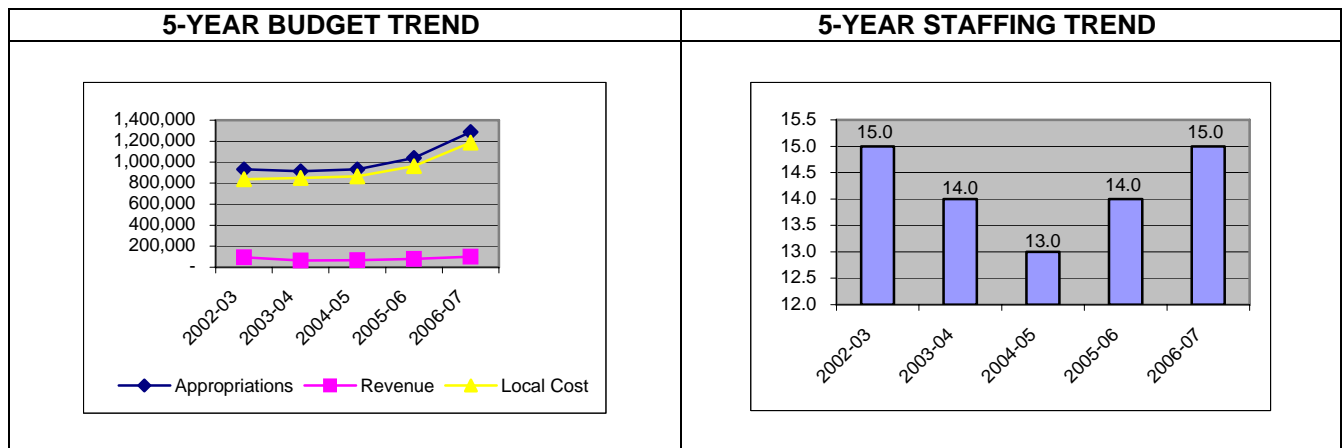
This office works with the Board of Supervisors, county departments and non-county agencies to maintain the database of members for more than 240 county advisory boards, commissions and committees (BCCs). Responsibilities include posting of scheduled and unscheduled vacancies and the annual review and recommendation to the Board for the continuation or dissolution (sunset review) of specific BCCs. The Clerk of the Board is secretary to the City Selection Committee, assisting cities with their selection of representatives to serve on regional committees such as Local Agency Formation Commission (LAFCo) and South Coast Air Quality Management District (SCAQMD). This office also maintains the Roster of Public Agencies, which includes information about all the public agencies and governing boards in the county.

Pursuant to state law and county code, the COB maintains financial disclosure (Conflict of Interest of Form 700) documents for specified county officials, school districts, employees and members of the BCCs.

In accordance with State Board of Equalization requirements, the county Assessment Appeals Board hears and adjudicates disputes regarding property valuation. The COB provides staff support for the assessment appeal hearings and serves as the liaison among property owners, the County Assessor and the Assessment Appeals Board.

The County of San Bernardino requires that certain businesses operating within the county unincorporated areas obtain business licenses and the COB receives, processes and issues new and renewal licenses. This office also posts environmental notices and notices of state/local meetings and hearings, receives summonses, complaints, planning appeals, requests for tax refunds, and responds to hundreds of requests for information and documents on behalf of the Board of Supervisors and/or the County of San Bernardino.

BUDGET HISTORY



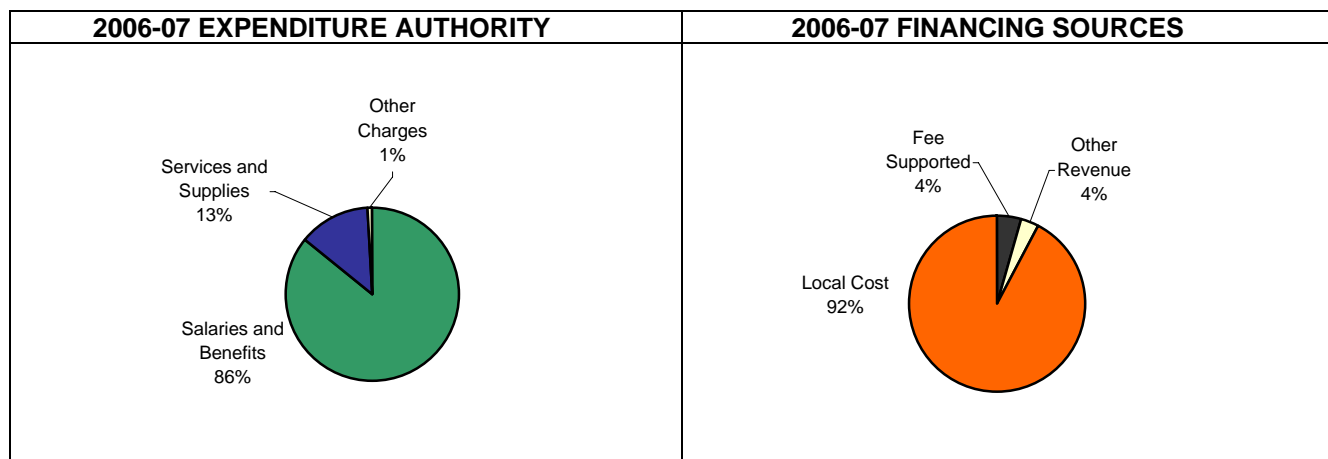
PERFORMANCE HISTORY

	2002-03 Actual	2003-04 Actual	2004-05 Actual	2005-06 Modified Budget	2005-06 Actual
Appropriation	760,694	784,113	836,034	1,683,040	1,668,685
Departmental Revenue	75,880	81,529	101,089	92,987	106,289
Local Cost	684,814	702,584	734,945	1,590,053	1,562,396
Budgeted Staffing				14.0	

Expenditures for 2005-06 were less than modified budget due salaries and benefits costs were lower than anticipated. Actual revenue increased by \$13,302 due to the increased number of business licenses issued and the larger number of Notices of Determination processed.



ANALYSIS OF FINAL BUDGET



GROUP: Administrative/Executive
DEPARTMENT: Clerk of the Board
FUND: General

BUDGET UNIT: AAA CBD
FUNCTION: General
ACTIVITY: Legislative and Administrative

	2002-03 Actual	2003-04 Actual	2004-05 Actual	2005-06 Actual	2005-06 Final Budget	2006-07 Final Budget	Change From 2005-06 Final Budget
Appropriation							
Salaries and Benefits	611,984	671,317	671,971	1,029,226	890,098	1,106,799	216,701
Services and Supplies	135,237	97,526	148,275	613,277	129,658	151,937	22,279
Central Computer	13,473	12,670	13,119	14,446	13,535	19,458	5,923
Transfers	-	2,600	2,669	11,736	8,343	9,845	1,502
Total Appropriation	760,694	784,113	836,034	1,668,685	1,041,634	1,288,039	246,405
Departmental Revenue							
Licenses & Permits	39,630	41,070	44,715	47,410	38,000	51,999	13,999
State, Fed or Gov't Aid	(1,256)	-	-	-	-	-	-
Current Services	5,406	5,796	3,934	5,439	4,875	4,000	(875)
Other Revenue	32,100	34,663	52,440	53,440	37,000	45,210	8,210
Total Revenue	75,880	81,529	101,089	106,289	79,875	101,209	21,334
Local Cost	684,814	702,584	734,945	1,562,396	961,759	1,186,830	225,071
Budgeted Staffing					14.0	15.0	1.0

In 2006-07, the department will incur increased costs from negotiated labor agreements, retirement, central computer support and general inflationary increases related to the purchase of services and supplies. Costs related to worker's compensation are anticipated to decrease. These costs are reflected in the Change From 2005-06 Final Budget column, along with changes related to department recommendations.

The Budget also contains an increase in salaries and benefits due to step increases and retirement cost. Additional appropriation increases are due to increased costs in general office supplies, and costs associated with Information Technology staff time to support the Clerk of the Board's office. The increase in revenue is due to a larger number of business licenses issued as a result of increased communication with the public and a more efficient business license tracking system. Other revenue increase is due to larger number of Notices of Exemption documents processed by the Clerk of the Board's office and the continuing growth trend within the County of San Bernardino.



FINAL BUDGET CHANGES

The Board approved an appropriation increase of \$53,306 for 1.0 additional Secretary I position to assist with the Board agendas and County Code and Public Records Act requests.

The Board approved an appropriation and revenue increase of \$6,209 in fees for various applications, initial licenses, annual renewals, permits and returned checks.

PERFORMANCE MEASURES		
Description of Performance Measure	2005-06 Actual	2006-07 Projected
Reduce staff time for agenda and related transactions.	N/A	-5%
Reduce turnaround time for processing of new and renewal business licenses.	N/A	-15%
Percentage of business license processes and procedures reviewed and revised as needed.	N/A	50%

